



# Minutes NV IT Operations Committee (NITOC)

<b>DATE</b>	June 12, 2003
<b>TIME</b>	1:00 PM
<b>LOCATION</b>	Kinkead Conference Room, Carson City
<b>RECORDER</b>	Maggie Thorne

## ATTENDANCE

<b>Chair Name</b>	<b>Present</b>	<b>Co-Chair Name</b>	<b>Present</b>
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Alisanne Maffei, Co-Chair, Strategic Plan	✓
Kathy Ryan, Chair, ITPOC	✓	Vacant, Co-Chair, ITPOC	✓
Chuck Connor, Chair, IT Workforce	✓	Vacant, Co-Chair, IT Workforce	
Mark Blomstrom, Chair, Tech. Standards & Architecture		Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Jeff Kintop, Co-Chair NERC	
Alan Rogers, Chair Justice IT Integration	✓	Vacant, Co-Chair Justice IT Integration	
Donna Crutcher, Chair, Security	✓	Jerry Beauchamp, Co-Chair, Security	✓

## Other attendees

<b>Name</b>	<b>Name</b>
Ernie Hernandez, Health	Janice Rhode, DETR

## CALL TO ORDER

Terry Savage called the meeting to order at 1 pm.

## REVIEW OF MINUTES AND AGENDA CHANGES

The minutes of the January 9 meeting were reviewed and approved. Donna Crutcher made a motion, seconded by Dave McTeer to approve the minutes as written. Motion carried. Terry instructed Maggie to remove Item 11 and 12 from the Action Items and to distribute the Facility's timeline to NITOC members.

## CHAIRMAN REPORT

Terry discussed the following items:

- Terry reported that the Homeland Security Bill was signed into law on June 10<sup>th</sup>. The bill includes classifying documents and closing some meetings that may make the state vulnerable.
- DoIT received Legislature approval to upgrade the mainframe and this will allow DoIT to continue to serve its customers. Terry also indicated that the Legislature approved two additional security positions and that the National Security Agency may assist in doing a risk assessment free of charge for the State.
- Terry informed the NITOC members on the formation of the NV Communications Steering Committee that has been meeting for the past four months. He indicated Mark Blomstrom was absent due to having to prepare a grant request for an interoperability study. He also indicated the Legislature approved the Digital Microwave Project.
- Terry reported that progress on the MMIS project is under control and that it will be completed on October 1<sup>st</sup>, on time and within budget. This project is the second biggest State project after Tax.

## DECISIONS<sup>1</sup>

Item No.	Decision
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## AGENDA ITEMS

1.	<b>IT and the Legislature</b> Members discussed their experience during the legislative session.
2.	<b>Data &amp; System Backup and Recover Standard 4.32(A)</b> – Donna presented this PSP along with the required impact statement for the committee to review. Teri Mark made a motion, seconded by Alisanne Maffei to approve PSP 4.32 as amended. Motion carried.  <b>Amendments:</b> 6.1.A – Change to: <b>MICROCOMPUTERS:</b> Backup of data stored on hard drives of microcomputers shall be the responsibility of the user. If an agency has an established policy regarding these issues, the agency policy supercedes this section.  6.1.B – Change to: <b>AGENCY RESIDENT SERVERS:</b> Backup of data stored on agency file servers shall be the responsibility of the system administrator or the person(s) assigned by the agency to main the server. . If an agency has an established policy regarding these issues, the agency policy supercedes this section.  6.1.C – Change to: The agency and host provider must specify in a written agreement whom will perform the backup...

## COMMITTEE REPORTS

1.	<b>Justice IT Integration</b> – Alan Rogers reported that he had an interesting couple of months – Waiting for direction from new director (not yet appointed) to move forward. At that time he will then get together with Ron Titus and begin selecting members for the Committee.
2.	<b>Strategic Planning</b> – Alisanne distributed the committee's report and discussed the committee's progress.
3.	<b>IT Project Oversight</b> – Kathy indicated that the Committee continues to meet monthly and they are overseeing 6 projects currently. She is planning to follow up with those agencies to see whether they received funds for projects they requested from the Legislature. .
4.	<b>Tech Standards &amp; Architecture</b> – In the absence of Mark Blomstrom and Dave McTeer, Terry reported that activities for this Committee are still pending, but now that the Legislature is almost over, progress will resume.
5.	<b>NERC</b> – Teri reported that NERC is meeting regularly. She distributed copies of NERC's (draft) strategic plan. She also indicated they have a statewide RFP out for procurement of document imaging systems. .
6.	<b>IT Work Force-</b> Chuck Connor reported that the Committee has not met for a couple of months, but that the subcommittee is active and meeting regularly and making progress.
7.	<b>Security-</b> Donna distributed a status report to the members. The Committee will be developing additional standards in the very near future.
8.	<b>E-Gov</b> – In Pam's absence, Kathy distributed a status report for the Committee. Terry indicated that all committee activity ceased during the session, but they should resume in the Fall.

## ACTION ITEMS<sup>2</sup>

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	April	

<sup>1</sup> *Decision:* Reaching a conclusion... particularly in response to a course of action.

<sup>2</sup> *Action Item:* A commitment to complete an action or an assignment.

**OTHER ISSUES**

None

**ADJOURNMENT**

The meeting was adjourned at 3:05 pm. Next meeting scheduled for August 14, 2003